

NATIONAL ACCREDITATION COUNCIL

FOR AGENCIES SERVING THE BLIND AND VISUALLY HANDICAPPED

1971 REPORT



Symbol of Quality

79 Madison Avenue

New York, New York 10016

(212) 683-8581

The First Five Years

Will services for blind and visually handicapped people be improved if agencies and schools for the blind apply nationally accepted standards to their operations and earn public recognition through a system of voluntary accreditation?

That was the question we asked five years ago when the National Accreditation Council for Agencies Serving the Blind and Visually Handicapped was established.

In 1967, when NAC opened its doors with the support of the American Foundation for the Blind and the United States Department of Health, Education and Welfare, we *believed* the answer would be *yes*. Five years later, we *know* the answer is *yes*.

We have seen organizations make important changes to upgrade their services so they may qualify for accreditation. Agency staff and board members have

by Arthur L. Brandon, *President*

told us what the self-study and evaluation process has meant—and continues to mean—in terms of improved delivery of service and better understanding of the desires and needs of the people they serve.

NAC begins its second five years with renewed vigor and support. Sponsors who originally endorsed the idea have found that it works. Now they are being joined by others—community leaders both blind and sighted who have become aware that, when NAC standards are applied, better use is made of tax and contributed funds and better services for blind people are the result.

For the next five years NAC's goal is to help an ever increasing number of agencies and schools to improve their management and programs—to the end that blind and visually handicapped men, women and children everywhere may have access to rehabilitation and educational services of the highest quality.

Standards At Work

In 1971, 17 agencies and schools completed self-studies. Twelve were approved for accreditation. The others are continuing to work on the improvements needed to qualify.

As of the end of 1971, 39 agencies and schools in 25 states and the District of Columbia had earned accreditation. The list of currently accredited agencies is enclosed with this report.

Listing merely the names and officers of accredited agencies does not tell the whole story, however.

Many accredited agencies might more properly be described as groups of agencies under one general organization. They include 94 separate facilities

(counting each school campus as one, regardless of the number of buildings) sometimes in several different communities. They cover a wide range of services—libraries, sheltered workshops, camps, comprehensive rehabilitation centers, clinics, publishing units, residences for men and women. They include tax-supported state agencies and schools as well as those supported by public contributions.

These far-flung organizations report services to almost 50,000 persons ranging from pre-schoolers to the aged. If prevention-of-blindness screening services are included, the nationwide number of persons reached by accredited agencies and schools in 1971 appears to be close to 75,000.

What Accreditation Means

We are deeply grateful to the Council for developing this valuable management technique for evaluation and development. The team's recommendations will serve as a guide in designing immediate programs for improved consumer services.

MRS. GERALDINE ROUGAGNAC
Executive Director
Lighthouse for the Blind of
Houston

With few exceptions, we believe the recommendations resulting from the on-site visit to be valid and in the best interest of visually handicapped children. We have attempted to fulfill *all* of the recommendations of the review team.

D. W. OVERBEAY
Superintendent
Ohio State School for the Blind

Summary of Financial Activities

Support and Revenue:

Contributions received directly	\$105,385.00
Indirect public support	<u>1,700.00</u>
Total public support	\$107,085.00
Grants from government agencies	118,200.00
Other revenue	<u>40,594.70</u>
Total public support and revenue	\$265,879.70
Less: Support and grants limited by donors or grantors	<u>21,010.00</u>
Support and revenue available to finance current general activities	\$244,869.70

Year Ended December 31, 1971

Expenditures:

Program services:	
a) Accreditation	\$ 59,314.08
b) Standards	71,805.34
Total	\$131,119.42
Management and general	69,734.56
Fund raising	13,996.82
Total expenditures	\$214,850.80
Deduction of expenditures financed by special funds:	
Current restricted funds	<u>10,868.74</u>
Expenditures financed by current general revenue	203,982.06
Excess of current general revenue over expenditures	\$ 40,887.64
Deduction of appropriations by Board: To funds functioning as endowment	22,845.18
Increase in unappropriated general fund	<u>\$ 18,042.46</u>

Balance Sheets

Current Funds — Assets

General Fund:

Cash in bank	\$28,966.52
Total General Fund	<u>\$28,966.52</u>

Restricted Fund:

Cash in bank	\$ 6,406.95
Total Restricted Fund	<u>\$ 6,406.95</u>

Funds Functioning as Endowment:

Cash in bank	\$81,721.15
Investment—marketable securities	14,250.00*
Accrued interest receivable	<u>525.00</u>
Total Funds Functioning as Endowment	<u>\$96,496.15</u>

December 31, 1971

Current Funds — Liabilities and Fund Balances

General Fund:

Employees' withholdings	\$ 3,577.59
Unliquidated obligations	2,159.19
Deferred revenue	2,810.00

Fund Balance:

Unappropriated—	
Balance—January 1, 1971	\$27,377.28
Transferred to Funds Functioning as Endowment	(25,000.00)
Increase during year	<u>18,042.46</u>
Balance—December 31, 1971	20,419.74
Total General Fund	<u>\$28,966.52</u>

Restricted Fund:

Fund balance—December 31, 1971	\$ 6,406.95
Total Restricted Fund	<u>\$ 6,406.95</u>

Funds Functioning as Endowment:

Fund Balance—	
Balance—January 1, 1971	\$48,650.97
Increase during year—	
Securities received as contribution	\$14,250.00
Sales	3,855.91
Interest	<u>4,739.27</u>
Appropriation by action of Board of Directors	25,000.00
Balance—December 31, 1971	96,496.15
Total Funds Functioning as Endowment	<u>\$96,496.15</u>

*At market value.

OPINION

We have examined the accompanying Balance Sheets as at December 31, 1971 and related Summary of Financial Activities, Statement of Changes in Current Restricted Fund Balance and Analysis of Functional Expenditures for the year ended December 31, 1971. Our examination was made in accordance with generally accepted auditing standards and accordingly included such tests of the accounting records and such other auditing procedures as we considered necessary in the circumstances.

In our opinion, the accompanying Balance Sheets and related Summary of Financial Activities, Statement of Changes in Current Restricted Fund Balances and Analysis of Functional Expenditures present fairly the financial position of the National Accreditation Council for Agencies Serving the Blind and Visually Handicapped, Inc. at December 31, 1971 and its income, expenditures and additions to fund balances for the year then ended, in conformity with generally accepted accounting principles consistently applied.

S. P. Cooper & Company, Certified Public Accountants

Analysis of Functional Expenditures

Year Ended December 31, 1971

	Total	Program Services		Supporting Services	
		Accreditation	Standards	Management and General	Fund Raising—General
1. Salaries	\$138,628.14	\$39,471.24	\$47,696.17	\$40,883.59	\$10,577.14
2. Employee health and retirement benefits	11,928.15	3,399.52	4,103.28	3,506.88	918.47
3. Payroll taxes	6,093.62	1,736.68	2,096.21	1,791.52	469.21
4. Total employee compensation	\$156,649.91	\$44,607.44	\$53,895.66	\$46,181.99	\$11,964.82
5. Professional fees and contract service payments	1,500.00	100.00	—	1,400.00	—
6. Supplies	2,411.04	1,136.53	887.30	300.41	86.80
7. Telephone and telegraph	3,429.76	1,745.26	1,193.51	350.22	140.77
8. Postage and shipping	2,087.90	723.68	1,183.54	165.61	15.07
9. Occupancy	19,350.96	7,637.22	9,493.55	1,441.53	778.66
10. Outside printing, art work, etc.	5,088.36	1,001.33	2,271.17	969.68	846.18
11. Conferences, conventions, meetings and travel	20,403.29	2,300.87	2,601.64	15,397.36	103.42
12. Subscriptions and reference publications	276.70	28.75	34.87	155.08	58.00
13. Membership dues	324.50	33.00	27.00	264.50	—
14. Equipment and other fixed assets	2,650.59	—	—	2,650.59	—
15. Miscellaneous	677.79	—	217.10	457.59	3.10
16. Total	<u>\$214,850.80</u>	<u>\$59,314.08</u>	<u>\$71,805.34</u>	<u>\$69,734.56</u>	<u>\$13,996.82</u>

Suggested Form of Bequest

I give and bequeath to the National Accreditation Council for Agencies Serving the Blind and Visually Handicapped, Inc., a non-profit corporation located in New York, N.Y., the sum of _____ dollars (\$ _____) to be used by the Council's Board of Directors as deemed advisable within the corporate powers of such Council.

Suggested Form of Gift

I hereby give to the National Accreditation Council for Agencies Serving the Blind and Visually Handicapped, Inc., a nonprofit corporation located in New York, N.Y., the sum of _____ dollars (\$ _____) to be used for the general purpose of the Council at the direction of its Board of Directors.

Recognition—A “First”

In the fall of 1971, NAC was notified by Peter P. Muirhead, Acting U.S. Commissioner of Education, that NAC had been included in the Commissioner's official list of “nationally recognized accrediting agencies.” The list is prepared by the Commissioner in accordance with Chapter 33, Title 38, U.S. Code, and subsequent legislation.

NAC's listing was the first for an accrediting body covering primary and secondary schools and the first in the field of special education (which is con-

cerned with the education of more than five million children with various types of handicaps).

To be approved for listing, an agency must demonstrate that it meets 12 criteria established by the Commissioner and is therefore a reliable authority as to the quality of training offered by educational institutions in its field of competence.

This unique recognition of NAC as a special accrediting agency should encourage more schools for the blind to make improvements in order to meet national standards and qualify for accreditation.

Better Production

Visually handicapped people have the same need for well edited, well produced reading materials that other people have. But they have more problems in getting the quality they need.

Almost half a million blind Americans must rely on braille or recordings for their educational and recreational reading. Many visually handicapped persons—estimates range as high as seven million—use large-print books and newspapers.

Agencies that produce these materials in quantities and volunteers who transcribe single copies to meet the special needs of students and others are eager to improve the quality of their work. This is the message that comes loud and clear from the figures on the distribution of NAC's Standards for Production of

Reading Materials in braille, large print and recorded form. Published in the fall of 1970, the first printing of 3,000 copies was almost gone by the end of 1971.

Of a second printing scheduled for spring, 1972, 1,500 copies had already been ordered. The Library of Congress will distribute them to all newly certified braillists.

In 1971 the Library of Congress published the standards in a braille edition and made copies available through its regional library system.

A continuation grant from the Office of Education enabled NAC in 1971 to begin testing the application of the standards and to develop instruments for on-site review teams to use in assessing the quality (not the content!) of the materials being produced.

Outreach

NAC Award . . . Dr. James F. Garrett, assistant administrator, Social and Rehabilitation Service, HEW, received the 1971 Award for his outstanding leadership in strengthening standards of service for blind Americans. In his acceptance speech Dr. Garrett noted that the time may come, perhaps is not far off, when HEW will expect agencies that serve the handicapped to qualify for accreditation as evidence that they meet accepted standards.

NRA endorses . . . On October 12, 1971 the National Rehabilitation Association adopted a resolution recognizing action taken by the Council of State Administrators of Vocational Rehabilitation “expressing support for the principle of independent voluntary accreditation of rehabilitation facilities as the best way of

assuring that disabled persons will be served in facilities that meet minimum standards of service” and commending the plan of the state administrators “to purchase services only from facilities that have been so accredited.”

Institutes . . . Information on the how and why of accreditation was presented to more than two thousand administrators, professional practitioners and blind persons at: the biennial conference of the American Association of Workers for the Blind, two institutes for local board and staff members conducted by the American Foundation for the Blind; a meeting of educators at the American Printing House for the Blind; a convention of the National Federation of the Blind; and statewide meetings in Pennsylvania and New York.

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NATIONAL ACCREDITATION COUNCIL

For Agencies Serving the Blind and Visually Handicapped

79 Madison Avenue

New York, New York 10016

(212) 683-8581

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as of December 31, 1971

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as of December 31, 1971

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The Lighthouse for the Blind, Inc.
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Symbol of Quality

Accreditation by NAC is public recognition that an agency or school for the blind is doing a quality job.

The accreditation process provides a system of quality controls—to protect those who receive services and those who provide the funds for the services.

Since it began operations in January, 1967, NAC has demonstrated that agencies and schools for the blind can and do improve their administration and programs when they apply nationally accepted objective standards to their operations, and submit the findings of their own self-studies to validation by teams of qualified specialists and administrators.

Accredit. To put (as by common consent) into a reputable or outstanding category; consider, recognize or acclaim as rightfully possessing an uncontested status.

Accredited. Officially vouched for or guaranteed as conforming to a prescribed or desirable standard.

—*Webster's Third New
International Dictionary, 1963*

Accreditation is fundamentally a system of voluntary self-regulation, based on the philosophy that the accrediting process is a constructive experience which produces improved quality and effectiveness of service through the use of realistic objective standards against which an organization can measure its own performance.

—*THE COMSTAC REPORT:
Standards for Strengthened Services, 1966*

National Accreditation Council for Agencies Serving the Blind and Visually Handicapped
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